

VII. ATSRAC Administration

A. Meetings.

(1) **ATSRAC Meetings.** The Executive Director develops the agenda for each ATSRAC meeting to discuss a particular issue. The ATSRAC Chair approves the agenda for each ATSRAC meeting to discuss a particular issue. The agenda for each ATSRAC meeting includes a briefing on procedure. The briefing need not be identified as an agenda item but is conducted by the Executive Director during his or her opening remarks. The agenda will also include, after the working group status reports, a line item to address coordination of working group information with the other working groups represented at the meeting, and with working groups not represented. Notice in writing, including the agenda, of each ATSRAC meeting is distributed to the members at least 15 days in advance of the date of an ATSRAC meeting so that the members can effectively prepare for the deliberations. In addition to the required *Federal Register* notice of meeting, other forms of notice may be used such as the ATSRAC bulletin board, press releases, notices in professional journals, and notice by mail. A one-year calendar of all meetings must be established. Locations should be included if possible.

(2) **Working Group Meeting.** Working group meetings are not open to the public. Only working group members may attend unless the Working Group Chair approves attendance by others. The Working Group Chair has the right to ask any uninvited persons to leave the meeting. The Working Group Chair is responsible for the orderly conduct of the meeting and may establish, with the group, the rules and procedures under which the group will work. The Working Group Chair develops the agenda for each working group meeting. Notice in writing, including the agenda, of each working group meeting is mailed to the members a minimum of 15 days prior to the meeting. Working group meetings are not announced in the *Federal Register*. However, the Working Group Chairs are expected to keep the ATSRAC community advised of upcoming meetings, via the ATSRAC bulletin board and other calendars maintained by the FAA. For FAR/JAR harmonization working group meetings, the co-chairs are also expected to keep the ATSRAC and JAA communities advised of upcoming meetings.

Note: Because of budgetary constraints, working group meetings requiring attendance by either the economist or attorney should be held in the United States. However, the OPI may pay the transportation expenses for the economist and/or attorney to attend a meeting outside the United States if it chooses to do so.

B. **Federal Register Notice of Meeting.** The Office of Rulemaking prepares a *Federal Register* notice no later than 30 calendar days before any ATSRAC meeting for publication no later than 15 days prior to the meeting.

Contents of the Notice. The *Federal Register* notice includes:

- a. The name of the advisory committee.
- b. The time, date, place, and purpose of the meeting.
- c. Building security requirements, if any.
- d. A summary of the agenda.
- e. A statement that any member of the public may submit written comments concerning the committee's affairs. The notice should also mention whether the public may speak at the meeting in accordance with guidelines developed by the agency or the committee.
- f. A statement concerning the availability of sign and oral interpretation as well as an assisting listening device.
- g. The name, address, and telephone number of the agency official to whom the public may address any inquiries.
- h. A reasonable deadline for written comments from the public so there will be time to copy and mail them to the members prior to the meeting.
- i. The name, address, and telephone number of the regulations analyst to contact for a copy of any draft recommendation that a working group plans to submit to ATSRAC at the meeting.

C. ATSRAC Meeting Minutes. Detailed minutes are to be kept of each committee meeting. Those minutes must contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the committee. The Executive Director is responsible for preparing the minutes of any ATSRAC meeting. The Executive Director provides the signed minutes of those meetings to the Executive Director for distribution and incorporation in ATSRAC's official files. Working groups are not required to keep detailed minutes of their meetings; however, it is extremely important that they document their progress in some way. Working group members should keep key individuals within his or her respective organization fully informed of decisions reached, issues unresolved, and action planned to resolve issues. The minutes do not need to be verbatim, but rather must contain an accurate description of each matter discussed and the resolution, if any, made by the committee. It is not necessary to record individual votes, only the decision. Minutes include the following:

(1) Time, date, and place of meeting.

(2) A list of committee members, staff, and agency employees who attended, as well as any members of the public who presented oral or written statements.

(3) An estimated number of members of the public present.

(4) An accurate description of each matter discussed and the resolution, if any, made by the committee, and copies of each report or other document received by the committee.

Note: Contract services for preparing the minutes or for providing a transcript of the meeting may be utilized only if approved in advance by the Executive Director. Draft minutes will be available to members within 30 days of the date of the meeting.

D. Public Participation. The general public must be afforded the opportunity to provide input on ATSRAC recommendations before they are submitted to the FAA. Therefore, ATSRAC meetings to discuss specific issues are open to the public, and announcements of those meetings are published in the *Federal Register*. The following normally takes place at an ATSRAC meeting:

(1) Every effort is made to set aside a portion of ATSRAC meetings for public participation to the extent that the meeting time and agenda permit.

(2) Members of the public may speak at the discretion of the Chair.

(3) Members of the public may file a written statement with the ATSRAC.

To be accessible to the public, each meeting must be held at a reasonable time and in a place reasonably accessible to the public. Open meetings may not be held at remote locations or in buildings that are not freely open to the public. The FAA has interpreted "easily accessible" to mean only within the United States. The public is advised in the *Federal Register* notice announcing the meeting that the space is limited and seating will be on a first come, first served basis. In choosing a location, the Executive Director takes into consideration how many members of the public attended similar meetings in the past and the resources and facilities available to the agency. Because working groups function as technically oriented ATSRAC staffs for deliberation and resolution of technical issues, working group meetings are not conducted in a public forum. Working group deliberations are conducted in closed meetings, where attendance is limited to working group members only.

F. Mailouts.

(1) **Preparation for ATSRAC Meetings.** The Executive Director is responsible for mailing a notice, including the agenda, of each meeting, as well as copies of any materials that will be voted on at the meeting. The material should be mailed well in advance of the date of a meeting so the members can effectively prepare for the deliberations. In addition to the required *Federal Register* notice of meeting, other forms of notice are used such as the ATSRAC bulletin board, press releases, and notices in professional journals.

(2) **Preparation for Working Group Meetings.** The Working Group Chair is responsible for mailing a notice, including the agenda, of each working group meeting to the members a minimum of 15 days prior to the meeting.

(3) **Minutes of Committee Meetings.** The Office of Rulemaking is responsible for mailing draft minutes of committee meetings to the members. In addition, the Office of Rulemaking is responsible for mailing signed minutes to the members as well as to those other individuals who have asked to receive them. Draft minutes should be mailed out no later than two weeks after the meeting.

(5) **Minutes of Working Group Meetings.** Complete minutes of working group meetings are not required. However, at a minimum, working groups must maintain a list of attendees at each of its meetings, a chronology of all meetings, and working drafts of reports prepared by the working group. If minutes are prepared and distributed, the Working Group Chair is responsible for their mailing.

G. **Address Lists.** The Office of Rulemaking is responsible for maintaining address lists and telephone numbers/fax numbers/e-mail addresses for the ATSRAC. Each Working Group Chair is responsible for maintaining address lists and telephone/fax numbers for his or her working group.

H. **Membership Database.** The Office of Rulemaking maintains a database containing the names, addresses, telephone numbers, fax numbers, and e-mail addresses of the ATSRAC members, the Working Group Chairs, and the FAA Representatives.